

- **GENERAL INFORMATION**

- **Instructor Information:**

- Dr. Mull
- Students may call me by my first name of either Professor or Doctor
- Office EBH 172, Phone 247-7557, email mull_r@fortlewis.edu
- Main website at <http://soba.fortlewis.edu/mull> which contains relevant information and office hours.

- **Teaching Philosophy**

- **Teaching Functions:** The essence of teaching is HELPING YOU LEARN. My 3 important functions are to facilitate, monitor, and evaluate your learning environment; to help develop your professional standards, and to provide you clear, constant standards and timely feedback.
- **Academic Standards.** An important goal is to develop certain academic skills such as specific finance academic material as well as oral and written communication skills.
- **Professional Standards.** An important goal is to develop professional (business skills) such as proper communication styles and standards of conduct (timeliness, high quality work, etc.)

- **Help Outside of Class**

- I am always available to help, regardless of how difficult you find the material. Please always feel free to contact me any time I am available with your questions. I will be patient and quite helpful to your understanding the material. However, I am generally not inclined to help students who were absent or unprepared for class. It is a rude imposition to expect private tutoring under such conditions.

- **Disability and Special Considerations**

- Students with a disability of any type or needing special considerations will be given complete appropriate consideration. Please provide, NLT (no later than) COB (close of business) of the first Friday of classes, written documentation of the disability along with the specific consideration requested. It is the student's responsibility to coordinate, arrange, and execute the details of such consideration.

- **Email**

- It is imperative that you contact me correctly via email. I use two different spam filters to decrease the level of spam email in my inbox. I generally receive about 200 junk email daily. If you do not properly format your email with the proper subject line, it will be automatically deleted by my software. You are responsible for all improperly formatted emails that are deleted.
- If you email me you must use **BAXXX** in the subject field. For example, if you were in my BA380 class and you wanted to ask a question regarding a specific assignment such as how to properly format project assignment 1, you should include the following as your subject line: **BA380 Project Assignment 1 Format Question.**
- If you do not use a proper detailed subject line, I will delete it if my spam filter does not.
- Email is my preferred communication method for non-emergency situations. If you have an emergency, you should call my office phone at 247-7557. If I am not there, leave a message-it will automatically be forwarded to my email. You may call my office phone at any hour of the day or night to leave a message-it is automatically moved to my email inbox.
- DO NOT call my home phone under any conditions-even to warn me of impending nuclear attack.

- **Email Response Time**

- I generally allocate time at a regularly scheduled time during the day to review and answer emails. I DO NOT constantly monitor and immediately respond to emails. Please be patient.
- You can generally expect a 12 hour turnaround on all emails. If you email me sometime early during the day, you can expect that the email will be answered sometime before the end of the evening. If you email me later, it may be the next day before you receive a response.

- **Email Content**

- You must use proper structure and formatting in you email as well. An email in a professional environment is akin to a digital letter. I will use the following format and expect it of you as well.
- If you do not use proper formatting, I will delete your email. We will communicate professionally in our class.
- **Correct Email Sample:**
Dr. Mull,
Could you indicate the specific form required for submission of Assignment 1 of our class project? Thanks.
Regards,

Ima Student

- **Incorrect Email Sample:**

Hi. I am not sure what i should do with the work you assigned? Do you want it? Ima

- **Tardiness**

- We must respect to those students that show up on time, so NO late class attendance is allowed.
- If you are not on time for the start of class, you should wait until our first break at about 30 minutes.
- Late attendance is allowed if previous arrangements have been made with the professor.
- Those attempting to enter class late without permission will be asked to leave, a very embarrassing situation for sure.

- **Attendance and Missing Class.**

- Attendance is critical to learning and is strongly correlated with higher grades. Each absence decreases the "class participation" component of your grade, and may result in a zero for that portion of your grade.
- If you are absent from class, do not email me asking me to provide an overview of what you missed. I will not reply as a general content of our classroom activity is provided online.
- Contact a fellow student to obtain any specific information or notes that you missed.
- The impact of absences on your grade may be mitigated by prior arrangement or by a descriptive email of the situation with the subject line: **BAXXX: Absence on DD/MM/YY.**

- **Academic Integrity Policy**

- You are encouraged to work together unless otherwise specified. When individual assignments or exams are considered, copying either portions or complete assignments from other students and representing that as your own individual work is academic dishonesty. This includes any portion of required computer work, files, or disks.
- This class is not a court of law, and my perception that such events have occurred will result in the student receiving a "F" for the class final grade-this is acceptable college policy.
- You will also be referred to the appropriate academic disciplinary agents with a recommendation will for dismissal from the college.
- Additionally, I reserve the right to eliminate all class bonus/participation points for suspicion of academic dishonesty without prior notification of the student.

- **Written Assignments**

- All assignments must be completed in a digital format, except those specifically excluded. Use the indicated format for each assignment. Significant grammar, spelling, or punctuation errors will entail a significant point reduction. Unless noted, written assignments are NOT accepted, and you will not get time extensions to modify handwritten assignments.

- **Format For Assignments (Style Sheets)**

- All documents turned in for the class should either be in a memo or report format. Please review the required Style Sheet for each assignment as provided for memos and reports.

- **Late Assignments.**

- NOT ALLOWED, unless previous arrangements have been made. Any assignments noted due on a specific day are due at beginning of class, and in the format requested. Tardiness does not extend the due time.
- If you had a verifiable emergency situation, please email me ASAP after the due date and time to discuss your particular situation. I will consider your situation.
- If your assignment is late, you have chosen to miss a valuable opportunity, which may particularly painful if you have put in a lot of work. I truly sympathize, but cannot accept late work without an emergency situation.
- Again, late assignments are awarded a zero and are not accepted.

- **Dropping with a "W"**

- Always discuss your desire to drop the class with me, but generally you may drop with a "W" until the return of the second exam. Generally, students in any class that is "full" as of census date will not be allowed to drop after census date, unless they are withdrawing from Fort Lewis College.

- **BA387**

- **The Course**

- Real estate is a part of our everyday lives - from leasing a "college pad", to finding that "newlywed nest", or looking to be a "slumlord"- it has a profound impact on our lives. Interestingly, studies

show that most "millionaires" in the U.S. have either earned their fortunes through intelligent real estate investment, or have a majority of their fortunes earned in some other endeavor "parked" in real estate. For most college students, their first and most important real estate objective is to simply buy their first home.

- Thus, the basic objective of this course is to explore and understand the process of buying that first house.
- Topics will range from credit management, to inspecting homes, to applying for a real estate mortgage.
- We will also explore some of the basics: what is real estate, how does one buy a house, what are "unalienable" leasing rights, what are "fixtures"?

○ **Course Structure**

- Generally, our two hour class will be divided into two major elements.
- **First Hour:** Class phase with review, note-taking, discussion, question and answers on textbook material and assignments.
- **Second Hour:** later in the period we will move into a "lab" phase of class, and here is where the fun begins. This isn't a freebie, it is a real lab session with very specific objectives and requirements based on a class project. You will receive a series of mini-projects which will wrap up into one large project which will be turned in at the end of the semester.

○ **Grading Policies**

- Grades are "earned" based on the demonstration of various competencies.
- I do not generally give "plus" or "minus" grades without some significant reason.
- The overall grading structure and individual values of those competencies are noted below.

1.

Exams	35%
Project	35%
Miscellaneous	30%

- **Cutoffs**

1.

A	90%
B	80%
C	70%
D	65%
F	65% minus

○ **Grade: Exams**

- Each exam consist of a variable number of multiple choice questions. If short answer and essay are included, I will let you know in advance.
- Exams are constructed by selecting a base of questions of average difficulty; adding a few harder questions, and finally one fairly difficult question. Questions are selected from the important points and concepts in the text chapter, notes, homework, and contemporaneous class discussions. There are be no sneaky or trick questions, and all needed formulas will be provided during the exam.
- When studying, remember that being familiar with the material is usually not enough to do well- you must truly know the material. Work with your text closed, study in groups, offer to tutor others. Be sure to complete the majority of your studying well before (not the night before) the exam- studies consistently show this is the best way to excel.
- There is no final exam offered.
- Missed Exam. There are absolutely no make ups, and if you miss an exam you be required to complete a "final exam", which may be an essay exam, a significant research paper on a topic of my choice, or a real estate case study of significance. If you miss a second exam, it will be recorded as a zero.

○ **Grade: Project**

- In addition to a base of knowledge, you will have the opportunity to embark on several interesting projects.

- One project is an in-depth project regarding the purchase of a home. Historically, students have found the project area of the class to be one of the most exciting and rewarding aspects of the real estate class.
- Another project is the development of a PowerPoint presentation for the class. This presentation will be developed on an assigned topic, with significant audio and video development, and then posted at YouTube.
- **Grade: Miscellaneous**
- **Participation**
 1. A percentage of your grade will be earned by active and meaningful participation in class. This means that you will show up on time, have no more than three absences, and complete miscellaneous class assignments in a quality manner. You should be prepared with all assignments, read materials before class, and participate in the class discussion.